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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 30 September 2013

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| Ref: | **TSB Collective letter 2/12** |  |
| Tel:Fax:E-mail: | +41 22 730 6356+41 22 730 5853tsbsg12@itu.int | To: * Administrations of Member States of the Union,
* ITU-T Sector Members,
* ITU-T Associates participating in the work of Study Group 12 and
* ITU-T Academia
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| Subject: | **Meeting of Study Group 12;** **Geneva, 3-12 December 2013** |

Dear Sir/Madam,

It is my pleasure to invite you to attend Study Group 12 (*Performance, QoS and QoE*), which is to meet at ITU headquarters, Geneva, from 3 to 12 December 2013 inclusive. Please note that Study Group 9 (*Broadband cable and TV*) will also meet at the same venue, from 3 to 11 December 2013 to coordinate the work on quality assessment as indicated in Resolution 2.

I should like to inform you that the meeting will open at 1100 hours on the first day. Participant registration will begin at 0830 hours at the Montbrillant entrance. Detailed information concerning the meeting rooms will be displayed on screens at the entrances to ITU headquarters. Additional information about the meeting is set forth in **Annex A**.

The draft **Agenda** of the meeting, as prepared by agreement with the Chairman of Study Group 12, (Mr Kwame Baah-Acheamfuor) is set out in **Annex B**. The draft **Timetable**, as prepared by agreement with the Chairman of Study Group 12, is set out in **Annex C.**

I would also like to draw your attention that there will be exhibitions, which demonstrate commercial implementations of ITU-T Recommendations relevant to SG12, during this meeting. Details will be communicated e.g., using mailing lists. I would like to encourage your active participation.

I wish you a productive and enjoyable meeting.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

Annexes: 3

**ANNEX A**

(to TSB Collective letter 2/12)

**Additional information about the meeting**

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 12 website and must therefore be received by TSB **not later than 20 November 2013**.Contributions received at least **two** months before the start of the meeting may be translated, if requested.

**DIRECT POSTING/DOCUMENT SUBMISSION:** A direct posting system for contributions is available on-line. The direct posting system allows ITU-T members to reserve contribution numbers and to upload/revise contributions directly to the ITU-T web server. Further information and guidelines for the direct posting system are available at the following address: <http://itu.int/net/ITU-T/ddp/>. Should any difficulties arise in the submission process, please contact the study group secretariat at tsbsg12@itu.int.

**TEMPLATES:** Please use the provided set of templates to prepare your contribution. The templates are accessible from each ITU-T study group web page, under “Delegate resources” (<http://itu.int/ITU-T/studygroups/templates>). The name, fax, telephone number and e-mail address of the person to be contacted about the contribution should be indicated on the cover page of all documents.

**WORK METHODS AND FACILITIES**

**INTERPRETATION** will be available upon request for the opening and closing plenary of the meeting. For sessions that are scheduled to be held with interpretation, please note that interpretation only will be provided if a Member State so requests by checking the corresponding box on the registration form, or by sending a written request to TSB, **at least six weeks before the first day of the meeting**. It is imperative that this deadline be respected in order for TSB to make the necessary arrangements for interpretation.

**PAPERLESS MEETINGS:** This Study Group 12 meeting will be paperless.

**LOAN LAPTOPS:** The ITU Service Desk (servicedesk@itu.int) has available a limited number of laptops on a first-come, first-serve basis, for those who do not have one.

**WIRELESS LAN** facilities are available for use by delegates in all ITU meeting rooms and in the CICG (Geneva International Conference Centre) building. Detailed information is available on the ITU-T website (<http://itu.int/ITU-T/edh/faqs-support.html>).

**PRINTERS:** Printers are available in the cyber café on the second basement level of the Tower building, on the ground floor of the Montbrillant building and near the major meeting rooms.

**E-PRINTING:** In addition to the "traditional" print method using printer queues that need to be installed on the user's computer or device, printing documents via e-mail ("e-print") is now possible. The procedure is simply to send an email to the desired printer’s email address (in the form printername@eprint.itu.int) with the document attached. No driver installation is required. For more details, please see <http://itu.int/ITU-T/go/e-print>.

**E-LOCKERS** are available on the ground floor of the Montbrillant building. The ITU RFID badge issued to registered participants opens and closes the e-locker. The e-locker is available only for the period of the meeting you are attending, so delegates must ensure that the locker is emptied before 23:59 on the last day of the meeting.

**REGISTRATION, NEW DELEGATES and FELLOWSHIPS**

**REGISTRATION** To enable TSB to make the necessary arrangements, please send by letter, fax (+41 22 730 5853) or e-mail (tsbreg@itu.int) **not later than 3 November 2013** *(one month before start of the meeting)*, the list of people who will be representing your Administration, Sector Member, Associate, Academic Institution, regional and/or international organization or other entity. Administrations are requested also to indicate the name of their head of delegation (and deputy head, if applicable).

**Please note that pre-registration of participants to ITU-T meetings is carried out *online* at the ITU-T website (**[**http://itu.int/ITU-T/studygroups/com12**](http://itu.int/ITU-T/studygroups/com12)**).**

**NEW DELEGATES** are invited to attend a Mentoring Programme, including a welcome briefing upon registration, guided visit of ITU headquarters and orientation session on ITU-T. Please check the corresponding box on the registration form if you would like to participate or contact ITU-Tmembership@itu.int.

**FELLOWSHIPS:** Due to budgetary constraints, TSB is unfortunately not able to offer fellowships for the remaining study group meetings in 2013.

KEY DEADLINES (before meeting)

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| Eight weeks | 8 October 2013 | - submit contributions for which translation is requested |
| Six weeks | 22 October 2013 | - requests for visas- requests for interpretation at opening and/or closing plenary |
| One month | 3 November 2013 | - pre-registration |
| 12 calendar days | 20 November 2013 | - final deadline for contributions |

**VISITING GENEVA: HOTELS AND VISAS**

Please note that a new visitor information website is now available at: <http://www.itu.int/en/delegates-corner/Pages/default.aspx>

**HOTELS:** For your convenience, a hotel reservation form is enclosed (Form 1). A list of hotels can be found at <http://itu.int/travel/>

**VISAS:** Please remember that citizens of some countries are required to obtain a visa in order to enter and spend time in Switzerland. **The visa must be requested at least six (6) weeks before the date of beginning of the meeting** and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or entity you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa but only within the period mentioned of **six** weeks. Any such request must specify the name and functions, date of birth, number, dates of issue and expiry of passport of the individual(s) for whom the visa(s) is/are requested[[1]](#footnote-2) and be accompanied by a copy of the notification of confirmation of registration approved for the ITU-T meeting in question, and must be sent to TSB by fax (+41 22 730 5853) or e-mail (tsbreg@itu.int) bearing the words **“visa request”**.

**FORM 1 – HOTELS**

(to TSB Collective letter 2/12)

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| *This confirmation form* ***should be sent directly*** *to the hotel**of your choice* |

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|  | **INTERNATIONAL TELECOMMUNICATION UNION** |  |

**TELECOMMUNICATION STANDARDIZATION SECTOR**

*SG/WP meeting ------------------------------------- from ------------------------- to ----------------------- in Geneva*

*Confirmation of the reservation made on (date) ------------------------- with (hotel) --------------------------------*

***at the ITU preferential tariff***

*------------ single/double room(s)*

*arriving on (date) --------------------------- at (time) ------------- departing on (date) -------------------------------*

***GENEVA TRANSPORT CARD :*** *Hotels and residences in the canton of Geneva now provide a free "Geneva Transport Card" valid for the duration of the stay. This card will give you free access to Geneva public transport, including buses, trams, boats and trains as far as Versoix and the airport.*

*Family name* -------------------------------------------------------------------------------------------------------------------

*First name*  ------------------------------------------------------------------------------------------------------------------

*Address*  ------------------------------------------------------------------------ *Tel: -------------------------------*

*----------------------------------------------------------------------------------------- Fax: -------------------------------*

*----------------------------------------------------------------------------------------- E-mail:* ------------------------------

*Credit card to guarantee this reservation*: AX/VISA/DINERS/EC (*or* *other) -----------------------------------*

*No.* -------------------------------------------------------- *valid until* -------------------------------------------------

*Date* ------------------------------------------------------ *Signature*  ---------------------------------------------------

**ANNEX B**(to TSB Collective letter 2/12)

**Meeting of Study Group 12
Geneva, 3-12 December 2013**

**Draft Agenda**

1. Opening of the meeting
2. Adoption of the agenda
3. Document review and allocation
4. Timetable for ad-hoc meetings
5. Highlights of the last Chairmen/TSAG meetings
6. Report of the Regional Group (SG12 RG-AFR) activities
7. Report of QSDG
8. Review of the status of Rapporteurs, Liaison Rapporteurs and other roles
9. Discussion on Questions 1/12 and 2/12, including

9.1 Planning for the future

9.2 Bridging the standardization gap

9.3 Review of the status of Technical Reports and other publications (QoS/QoE flyer)

1. Working Parties meetings, including Ad Hoc meetings
2. Joint session with SG9 (if necessary)
3. Reports of the meetings of Working Parties, including

12.1 Consent/determination/deletion of Recommendations

12.2 Approval of Technical Reports/informative texts

12.3 Outgoing liaison statements/communications

1. Review of the SG12 work programme
2. Future meetings and activities
3. Other business
4. Acknowledgments and closure of the meeting
5. Webinar on outcomes of the meeting

**ANNEX C**(to TSB Collective letter 2/12)

**Meeting of Study Group 12
Geneva, 3-12 December 2013**

**Draft Timetable**

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|  | **Morning** | **Afternoon** |
| Tuesday3 December | Management Team meeting | Study Group 12 Opening Plenary | Opening of Working Parties 1, 2 and 3/12 in sequence |
| Wednesday4 December | Ad hoc meetings (parallel) ofQuestions in any Working Party | Ad hoc meetings (parallel) ofQuestions in any Working Party |
| Thursday5 December | Ad hoc meetings (parallel) ofQuestions in any Working Party | Ad hoc meetings (parallel) ofQuestions in any Working Party |
| Friday6 December | Ad hoc meetings (parallel) ofQuestions in any Working Party | Ad hoc meeting of Q 1 and 2/12 |
| **WEEK-END** |
| Monday9 December | Ad hoc meetings (parallel) ofQuestions in any Working Party | Ad hoc meetings (parallel) ofQuestions in any Working Party  |
| Tuesday10 December | Reserved for issue resolution | Ad hoc meetings (parallel) ofQuestions in any Working Party | Ad hoc meetings (parallel) ofQuestions in any Working Party | Reserved for issue resolution |
| Wednesday11 December | Closing of Working Parties 1, 2 and 3/12 in sequence |
| Thursday12 December | Management Team meeting | Study Group 12 Closing Plenary | Study Group 12 Closing Plenary | Webinar on outcomes of the meeting |

**Notes from TSB:**

1 Management meeting, Tuesday 3 December 2013, 9:00 – 10:30

2 Welcome of new SG 12 participants and tour of ITU premises; Tuesday 3 December 2013, (10:30-11:00, Emile Armour-Heselton /TSB; meeting place: reception desk/Montbrillant building). Please note that the guided tour will conclude by escorting all newcomers to the Opening Plenary.

3 Opening Plenary starts at 11:00

4 SG12 Orientation session for newcomers & Newcomers’ discussion with SG12 management, Wednesday, 4 December 2013, 13:00 – 14:00

5 Closing Plenary sessions are 10:30 -12:00 and 13:30 - 15:30

6 Webinar on outcomes of the meeting (consented recommendations, approved supplements and Technical Reports, etc.), Thursday 12 December 2013, 16:00-17:00

7 All other sessions are 9:00-12:30 and 14:00-17:30 with 30 minute breaks in the middle

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1. A model for such a request is found at <http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf>. [↑](#footnote-ref-2)